

## Appendix A

**Worker's Compensation Court of Appeals (WCCA)**  
**Data on Individuals Classified as Private or Confidential**  
**Minn. Stat. § 13.05, subd. 1**  
August 1, 2014

Responsible Authority: Patricia J. Milun, Chief Judge  
25 Rev. Dr. Martin Luther King Jr. Blvd.  
St. Paul, Minnesota 55155

Name of Data File or Record	Description	Data Classification	Authority
Court Work Product and Drafts	Correspondence, draft notices and orders, notes, and draft memoranda or decisions prepared by a judge, staff attorney, or secretary used in the process of preparing a final decision or order, and tapes or recordings of oral arguments created by or filed with the WCCA in pending appeals.	Not public	MS 175A.07 MS 13.393
Case Assignments	Information identifying judges assigned to or participating in the preparation of a written decision or opinion prior to oral argument or issuance of a decision.	Not public	MS 175A.07 MS 13.393
Workers' Compensation Data <sup>1</sup>	Identifying data relating to an employee's workers' compensation claim including: Social Security number (SSN) Reports filed with the Dep't of Labor & Industry Medical and health reports and records <sup>2</sup>	Private	MS 13.355, 325E.61 MS 176.231, 13.7905 MS 176.138, 176.231, subds. 8, 9, 144.291- .298, 13.384

<sup>1</sup> Workers' compensation files, records, and data are stored and maintained by the Department of Labor & Industry [DLI] in an electronic database that contains data about individuals collected, received, or created by DLI, the Office of Administrative Hearings [OAH], and the WCCA. The WCCA does not keep or provide copies of records, reports or other data generated by or filed originally with DLI or OAH, and refers requests for inspection or copies of such data to DLI or OAH as appropriate. See Shared Data, Files, and Records.

<sup>2</sup> Minn. Stat. § 176.138 and Minn. Stat. § 176.231, subds. 8 and 9, prohibit the release of identifying data relative to a workers' compensation claim except to persons authorized by statute. Specifically, Minn. Stat. § 176.231, subd. 9, states that the "Workers' Compensation Court of Appeals may permit the examination of its file by the employer, insurer, employee, or dependent of a deceased employee and any person who furnishes written authorization to do so from the employer, insurer, employee or dependent of a deceased employee." See also Minn. R. 9800.0200, Examination of Files.

	Vocational rehabilitation reports and records Public welfare data Revenue and tax data including W2 forms and tax returns		MS 13.47, 13.791 MS 13.46 MS 13.4961, 13.4963 MS 270B.14
	Final decisions and orders issued by the WCCA	Public <sup>3</sup>	MS 175A.06
Shared Data, Files, and Records	Data received from or shared with other government agencies, including the Department of Labor and Industry (DLI), Office of Administrative Hearings (OAH), and Judicial Courts, generally retains the same classification as it had in the hands of the agency or court providing the data or records.	Public / Private / Confidential	MS 176.181, subd. 8 MS 13.03, subd. 4
Security Information	Data which if disclosed could substantially jeopardize the security of information, individuals, or property, such as first name or initial and last name in combination with an individual's SSN, financial information such as account number, credit card number, check register, pay stubs, tax returns, street address, or personal telephone number or e-mail address.	Private	MS 13.37 MS 13.045 MS 13.055 MS 325E.61
Employment Applications	Names, addresses and home phone numbers of applications for employment prior to certifying eligibility for employment.	Private	MS 13.43
Employee Disciplinary Data	Pending employee disciplinary investigations. Completed investigations not resulting in disciplinary action.	Confidential Private	MS 13.39, subd. 2 MS 13.43
Employee Personnel Records	Data on individuals collected because the individual is or was an employee of the WCCA or an applicant for employment with the WCCA. Records of employee performance, payroll, benefits, medical, grievances, SSN, personal phone numbers and other personnel data <i>not specifically listed as public</i> .	Private / Public	MS 13.355 MS 13.43

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<sup>3</sup> Written decisions and orders of the WCCA may include information about individuals, such as medical, employment, or vocational data necessary to the court's decision. The WCCA's final decisions and orders are public, including the information contained in the decision or order. Minn. Stat. § 175A.06.